January 17, 1968

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman at 8:00 p.m. on Wednesday, January 17, 1968 in the Board Room of the West Palm Beach Public Library.

PRESENT: Board members present were: Mrs. W. E. Eckler, chairman presiding; Mr. Speicher, Mrs. Nye, Mrs. Rush, Mrs. Taffel, Mr. Stevens and Mrs. Levitan...

comprising a quorum of the board; also professional advisors Miss Zella Adams, Miss Carolyn Wolf and Mr. Charles E. Huber.

ABSENT: Board members absent were: Mr. Gildan, Mrs. Guffey, Miss Shannon, Mr. Opel, Mr. Hard, Mrs. Douthit and Mrs. Orsenigo.

MINUTES APPROVED: The minutes of the previous meeting were approved as received with one correction.

CORRESPONDENCE: The Chairman read a letter from Miss Verna Nisterdirk of the State Library Staff, congratulating us on our progress and offering her assistance in any way at any time.

Copies of Chapter 150 - County Free Public Libraries were distributed.

OLD BUSINESS

Warehouse Sites: Mr. Stevens made a complete report on warehouses available at 75¢ to 80¢ per square foot per month. He met with Mr. Richard Phillips of Studstill & Hollenbeck and personally looked at several sites. Most buildings are in need of repair and long term leases were preferred by the owners. Mr. Phillips asked if our Chairman would contact him, he would see if owners would fix up buildings to suit our needs. There was a discussion of a warehouse in Riviera Beach that Mrs. Nye had investigated. The Chairman will find out about the County handling long term leases.

Taxing District: Mrs. Eckler reported on a letter received from Mr. Gildan who together with Mr. George Bailey of the County Attorney's office had met with Mr. Edgar Maxwell, County Tax Assessor. Deadlines and procedures were agreed upon. Mr. Gildan and Mrs. Eckler will continue to follow through on this. Mrs. Eckler reported that 14 municipalities still had not replied to our inquiry regarding their support of a library.

Director: Mrs. Taffel, committee chairman, reported consulting with a librarian in Miami and the librarian at Florida Atlantic University. The concensus was that we should have a professional committee to work with us in interviewing the applicants for Director of the County Library System. Housing and transportation for applicants will have to be arranged. Our professional advisors agreed to take care of this.

Salary: Mrs. Eckler reminded the board we had set up a salary of $12,000 per year but if we start with $10,000 it would give us a little bargaining room.

Qualifications: Mr. Speicher suggested that we ask our professional advisors here about qualifications. Mrs. Taffel spoke of the advantages of Florida climate and other extenuating circumstances to be presented to the applicants. Miss Adams stressed having in mind exactly what qualifications we are looking for in an applicant.

CONTINUED

PALM BEACH COUNTY LIBRARY ADVISORY BOARD JANUARY 17, 1968

NEW BUSINESS:

Distribution of Minutes: It was agreed that the three professional advisors should receive copies of our minutes. It was also agreed that a copy should be given to Mr. Jack Dean, County Administrator, for the county files.

Jupiter Book Station: The church that offered its facilities is off the beaten path and would not serve as a suitable location of a book station.

Book Collection: The Chairman asked about letting the various librarians know that we are making a collection. Miss Wolf mentioned a gift collection which she has recently received. It was agreed that when we hire a County Librarian the book collection will be his concern.

Next Meeting: The Chairman announced that the next meeting at the invitation of Mrs. Orsenigo will be at the new Belle Glade Library on Wednesday, February 21, 1968 at 8:00 p.m.

March Meeting: Mr. Huber extended an invitation to hold the March 20, 1968 meeting at the Riviera Beach Public Library.

As there was no further business, the Chairman declared the meeting adjourned at 9:30 p.m.

Reine Rush

Mrs. Alan S. Rush
Secretary

February 2, 1968

Inasmuch as it is now the time for the Leagues to be discussing local program for next year and because of the continuing concern of both of our Leagues in the Library situation, I am taking the liberty of writing this memo for the two League boards and the use of our county council so that all will have the benefit of the same information. This is not meant for publication in a VOTER or otherwise.

The Board of County Commissioners took the first step in implementing their decision to establish a County Library System when they appointed the current Library Advisory Board. This Board is working toward having the system ready to start functioning by October 1, 1968 if at all possible. This is the earliest date possible since that is when the next fiscal year begins. Whether or not it can be in even limited operation by that date is dependent upon several factors but we should certainly be seeing some result of the efforts put forth by January 1, 1969.

PROFESSIONAL ADVISORS: The Board decided that it would be very helpful if we had some professional advice and to this end we have asked Miss Adams of the West Palm Beach Library, Miss Wolf of the Delray Beach Library, and Mr. Huber of the Riviera Beach Library to act as our professional advisors. They have graciously agreed to do so. As you no doubt know, Miss Adams has had experience as a member of the Florida State Library staff for several years and this will stand us in good stead. We felt that by having the benefit of advice from these librarians we might very well avoid many pitfalls and that matters would be expedited.

LIBRARY DIRECTOR: This is perhaps the most important task we have facing us since the person selected for this position will determine to a large measure the success of the venture. Steps have been taken to find the right person.

SPACE: A committee is working on the matter of finding suitable warehouse/office space for the county library center.

CONTRACTS: The county attorney's office is working with us on preparing a contract which will be offered to the communities whose libraries meed the minimum standard which we have established. A date for distribution of these contracts has not yet been set but will in all likelihood be decided at our February meeting.

SPECIAL TAXING DISTRICT: The county attorney's office and Mr. Maxwell are working with us in getting all the necessary data together in order that the library tax will be a part of the November, 1968, tax bills of those owners of real property who are affected by the creation of this special taxing district.

BUDGET: We have the start of our budget. As soon as we know the total assessed valuation of the area affected, we will know the millage required. Work will be going ahead on refining this budget and it will be presented to the Board of County Commissioners at the proper time during the summer.

Concern has been expressed by some with regard to funding the library system. As we understand it, the Board of County Commissioners will give final approval to our budget but so long as we present a budget which is not in excess of those figures which we have presented to date, i.e. 1/5 mil or less, there should be no problem.

As chairman of the Library Advisory Board, I would like to say t I feel that all the members of the Board have a real concern that this ve an unqualified success and each is working toward that end. The spir ation among the members is wonderful. The task before us is great

February 21, 1968

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman at 8:15 p.m. on Wednesday, February 21, 1968, in the new Belle Glade Public Library.

PRESENT: Board members present were: Mrs. W. E. Eckler, chairman presiding; Mr. Gildan, Mrs. Rush, Mrs. Leviton, Mrs. Nye, Mr. Hand, Mrs. Orsenigo, Mrs. Douthit, Mr. Speicher, Miss Shannon and Mrs. Taffel comprising a quorum of the board; also professional advisors Miss Zella Adams, Miss Carolyn Wolf and Mr. Charles E. Huber. A guest of Mrs. Taffel also attended.

ABSENT: Board members absent were: Mrs. Guffey, Mr. Stevens and Mr. Opel. The Chairman stated that we still need a 15th member to be appointed by Mr. Landlow from his district.

MINUTES: The minutes of the previous meeting were approved as received.

ELECTION OF SECRETARY: Mrs. Leviton made a motion that Mrs. Alan S. Rush continue as secretary. Motion seconded and carried.

REPORTS

SPACE: Mrs. Leviton talked to Mr. Lee Spencer of U & Me Transfer Co. He would build to our specifications at 75¢ per square foot--in about 90 days. Mrs. Leviton reported this to Mr. Stevens! She will be glad to call Mr. Spencer and get a written statement.

Mrs. Nye found out from Mr. Phil Lewis of the Mission Development Company that all he has to offer is an 8000 ft. warehouse. He would consider 75¢ a sq. ft. but it is not air conditioned.

Mrs. Eckler suggested that the committee get together and call Mr. Spencer and also try to find out about air conditioners. Mrs. Orsenigo reported it cost the Belle Glade Library $200 a month in summer for air conditioning. Mr. Hand spoke of the need for insulation. Mr. Gildan said the money will have to come out of our millage.

Mrs. Eckler said that we can go to the County Commissioners and tell them we have a man who will construct a building according to our specifications and ask if the County will back us.

LOCATION: Mrs. Leviton inquired about ideal location. Mr. Speicher likes a site near I 95 --Okeechobee Road west of Clear Lake. Mrs. Orsenigo reminded us that it should be within one hour's drive from a city.

DIRECTOR: Mrs. Taffel made a motion that the Personnel Committee be given authority for advertising for a library director in the professional media. Motion seconded and carried.

Advertising: It was suggested that a starting salary of $10,000 be mentioned in a concise add. Mrs. Eckler thinks the cost of the ad could come out of our $250 allotment.

Mr. Speicher made a motion that we authorize an expenditure up to $50 for the advertising in the professional media. Motion seconded and carried.

Mrs. Leviton suggested mimeographing a sheet of job specifications and sending it to library schools. Mrs. Eckler though this could be zeroxed.

inge Benefits: Miss Zella Adams mentioned finding out what fringe benefits (sick leave, pensions, etc) the county has under a special taxing district. Mrs. Eckler asked Mr. Gildan to find out from Mr. Bailey.

Foundations: Mr. Huber asked if anyone had looked into foundations. Mrs. Taffel offered to write to ALA about Foundations that give money.

LIBRARY SPECIAL TAXING DISTRICT: Mrs. Eckler and Mr. Gildan met with Mr. George Bailey in regard to letters sent to communities not heard from. We have heard from communities that have libraries including Greenacres and Palm Springs. (a.) A letter will be sent to those communities not heard from. (b) There will be a request for a financial statement and budget from the libraries.

CONTRACTS: Mr. Gildan is preparing a contract that each municipality will sign in final form. It should go out quickly. This contract will be sent to all eligible libraries (not Greenacres, Palm Springs and Palm Beach). Mrs. Taffel suggested sending a letter to ineligible libraries saying, "Contracts are now going out. Let us hear within ten days whether you are eligible."

Mr. Gildan said that in most instances the contract goes to the City Manager with copies to the President of the Library Board. In Delray Beach it goes to the Library Board because the city does not operate the library. He thinks there should be a follow-up in areas. Most city commissions meet twice a month --a workshop and a meeting. Hopefully we should get the contracts in by April first and give them to May 1. Mr. Bailey wants us to meet with Mr. Jack Dean.

Publicity: When the contracts go out we have a story for the newspapers. Mr. Gildan suggested framing a release for all the papers including the weeklies.

Expense Acct. Mr. Speicher thinks we should set up a standard expense account of our own and define things to go into each slot. Mrs. Eckler believes we will soon be ready to go to Mr. Maxwell. Mr. Gildan says we will have to decide what we will allow as operating and if we will get 50% back on it. Mrs. Ecklser said she hopes to have these figures soon if Mr. Speicher and Mr. Gildan can get together and bring the figures to the March meeting. Hopefully we will begin with something on the budget. It will have to be presented to the County Commission before June first. Mr. Speicher decided to hold off on the budget at this meeting till we get other matters settled.

BUDGET:

MARCH MEETING: The next meeting at the invitation of Mr. Huber will be held at the Riviera Beach Public Library, 22 West 22nd Street, on Wednesday, March 20, 1968, at 8:00 p.m.

Personnel Com. Mrs. Taffel requested the members of the Personnel Committee to remain for a meeting after the regular meeting tonight.

Adjournment: Upon motion of Mr. Speicher, the meeting was adjourned at 9:45 p.m.

Raine Rush

Mrs. Alan S. Rush
Secretary

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
BOX 183
DELRAY BEACH, FLORIDA
VICE CHAIRMAN
HERBERT L. GILDAN
ROOM 1015 HARVEY BLDG
WEST PALM BEACH, FLORIDA
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLORIDA

PALM BEACH COUNTY
LIBRARY ADVISORY COMMITTEE

MARCH 20, 1968

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

MEMBERS:
MRS. A. J. VANDERKUM
KENNETH NOLEN
MISS MAMIE T. SHANNON
CHARLES MUNNINGS
WEST PALM BEACH
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. LESLIE G. THOMPSON
LAKE WORTH
PAUL SPEICHER
DELRAY BEACH
WILLIAM F. MITCHELL
BOCA RATON
MRS. MILDRED LARRICK
LAKE HARBOR
MRS. F. H. POTEETE
PAHOKEE
LARRY ROYAL
BELLE GLADE

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8 p.m. on Wednesday, March 20, 1968, at the Riviera Beach Public Library.

Present: The 11 board members present were: Mrs. W. E. Eckler, Chairman presiding; Mr. Speicher, Mrs. Leviton, Mrs. Guffey, Mr. Hand, Mrs. Douthit, Mrs. Orsenigo, Mrs. Nye, Miss Shannon, Mr. Stevens and Mrs. Rush --comprising a quorum of the board; also professional advisors Miss Zella Adams and Mr. Charles E. Huber. Miss Florence E. Biller, Director, Library Construction Department, Florida State Library, Tallahassee, was introduced by Mrs. Eckler as a special guest.

Absent: Board members absent were: Mr. Gildan, Mrs. Taffel and Mr. Opel. Miss Carolyn Wolf, professional advisor was in Philadelphia.

Minutes: Mr. Speicher made a motion that the minutes of the previous board meeting be accepted as received. Motion seconded and carried.

ANNOUNCEMENTS

New Library at Pahokee: Since our last meeting the new Pahokee Library held an Open House and invited Mrs. Eckler and our board members. The Chairman told Mrs. Douthit that we are most happy for them and we are looking forward to seeing the library.

Govt. Study Commission: Mrs. Eckler said that she and Mr. Gildan had appeared before a special sub committee of the Government Study Commission on Taxing Districts.

REPORTS

Space: Mrs. Leviton and Mr. Stevens talked to Mr. Spencer of U & Me Transfer Co. several times. He said he was interested and would get an estimate together and draw up a plan. We are eager to keep cost down to barest minimum. Mrs. Eckler said that in the meeting with Mr. Dean and Mr. Bailey she found out that we could not go into more than a one year contract when we have funds on October 1st. Mr. Speicher said that no one could afford to build a building to specifications on a one year lease. Miss Biller said that if a building is built to your specifications, a builder needs a lease commitment to get mortgage loan money. The chairman asked if it is the pleasure of the board to set up a meeting with Mr. Jack Dean.

Mr. Stevens reported that in talking with Mr. Phillips of Studstill & Hollenbeck, realtors, there was now nothing available near I-95 but there will be more construction in that area later. The old buildings do not have air conditioning. Mrs. Eckler said that hopefully we will need the building not later than October 1. Mr. Speicher suggested that we investigate leasing on a 5 year basis. Mrs. Eckler will talk to Mr. Dean and Mr. Bailey again. Mr. Stevens would like to bring Mr. Spencer in and see his cooperative attitude.

Coffee Break: At this time a COFFEE BREAK was taken with delicious refreshments served by Mr. and Mrs. Charles E. Huber.

Taxing District: Mrs. Eckler stated that as a result of the meeting of Mr. Gildan with Mr. Bailey, a resolution was passed which established a special taxing district. The district was established in accordance with the resolution adopted September 29, 1967 covering the unincorporated county area and 21 small municipalities which do not put money into libraries.

Contracts: Mrs. Gildan was going to have a sample contract tonight --to go to those libraries which had said they would join us plus Lake Worth and Boynton Beach in hope that they would change their minds. It would stipulate standards they must meet and if they could meet these standards, they could join. We will have to go to the Board of County Commissioners and present this contract and find out the amount of money they would definitely commit themselves. We would hope that these contracts would be out soon after April 1. We must have our budget in to the County Commission by June 1. We must know before June 1 who is going to be with us. Hope to put a May 15 deadline for return of these contracts.

Budget: Mr. Speicher distributed copies of a temporary budget for the Palm Beach County Library System for the year commencing October 1, 1968. We are committed to 1/5 of a mill. We think it will give us approximately $200,000.00. Miss Biller thinks state book processing has gone up to 80¢ instead of 60¢ (see line 10 of budget) Please see copy of budget attached to file copy of these minutes.

Mr. Dean will send us a new form when changed forms are finalized. Everything has to be O.K'd by the County Commission. Mrs. Eckler said that under State Law 150 this will be an operating account and all monies will have to be paid out of the account by the County Commission. Miss Biller thinks the County Administrator will help us and permit us to have broad categories. They probably have it all coded. Mrs. Eckler asked what constitutes operating funds? This must be understood. We are not going to pay 15% on the 15% of the previous year. In meetings with City Commissions 15% was a matter of great discussion.

County Employees: Mrs. Eckler reported on a meeting with Mrs. Ball, Assistant to Mr. Turner on County Employees. There would have to be a job classification on a library director. Probably a children's librarian and secretaries would have to be interviewed. County employees pay 4% out of gross salaries for retirement purposes. The County does provide one week's vacation, sick leave, etc. There is a bonus given to county employees -- $25 at Christmas --after they work a certain length of time (this would have to be a part of our budget.) We would be under the county plan for workmen's compensation. Miss Biller suggested having an assistant librarian to help choose the books.

Personnel: In the absence of Mrs. Taffel, Miss Zella Adams reported on a meeting held Sunday afternoon. They decided on certain qualifications they would look for in a director. They planned what to say in the add. Mrs. Taffel is going to place the add in the Library Journal and ALA Bulletin on May 1 issues (twice in each publication). If necessary they will run the add again. Then they will go over what replies they receive. They will ask them to fill out applications as the resumes are received. Mrs. Eckler showed a county employment form. The Personnel Committee will screen resumes and get a committee to assist in final choice.

April Meeting: The next meeting will be 8 p.m. on Wednesday, April 17, possibly in the West Palm Beach Library upstairs board room.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD MARCH 20, 1968

Meeting:	The May 15 meeting will probably be held at the Delray Beach Library.
Proposed New Library for Riviera Beach:	Mr. Huber submitted preliminary plans for a new library building on March 7 to the Riviera Beach City Council. Miss Biller is here today for the final building plans presented by Mr. Huber to the City Council. He displayed the pictures and charts concerning the proposed new building.
New Libraries:	Belle Glade and Pahokee have new libraries and Tequesta is going to build in our taxing district this year.
Adjournment:	As there was no further business, the Chairman declared the meeting adjourned at 10:00 p.m.

Mrs. Alan S. Rush
Secretary

PROPOSED LETTER TO BE SENT TO LAKE WORTH AND BOYNTON BEACH WHO LAST YEAR SAID THEY DID NOT WISH TO JOIN THE COUNTY LIBRARY SYSTEM

March 30, 1968

Mr. Grady W. Courtney, City Manager
City of Boynton Beach
Boynton Beach, Florida

Dear Mr. Courtney:

As you know, the special taxing district for the Palm Beach County Library System has been established and it is our expectation that the system will begin operations with the start of the new fiscal year, October 1, 1968.

In June of 1967 the members of the City Commission of Boynton Beach decided not to join with the County Library System. We are, however, enclosing a contract in duplicate which has been duly executed by the Board of County Commissioners in the hope that the City of Boynton Beach will decide to join the system. If so, we ask that one copy be executed and returned to me at the above address not later than May 15, 1968 and the other be retained in your files.

It is necessary for us to have the contract returned by that date in order that we may be able to complete preparing our budget which must be in the hands of the Board of County Commissioners by June 1, 1968.

If you have any question regarding this matter, please let me know. Thank you for your kind cooperation.

Sincerely yours,

Mrs. W. E. Eckler
Chairman

Enc.

March 30, 1968

MEMO TO HERB:

DO YOU THINK WE SHOULD WRITE TO THE FOLDOWING WHOSE LIBRARIES DO NOT MEET STANDARDS AT THIS TIME -

BRINY BREEZES

GREENACRES CITY

LANTANA

OCEAN RIDGE

ROYAL PALM BEACH

IS NOW THE TIME TO WRITE TO PALM BEACH - SOCIETY OF FOUR ARTS?

Ingrid

PROPOSED LETTER TO BE SENT TO PAHOKEE

March 30, 1968

Mr. Duncan Padgett, Mayor
City of Pahokee
Pahokee, Florida

Dear Mr. Padgett:

As you know, the special taxing district for the Palm Beach County Library System has been established and it is our expectation that the system will begin operations with the start of the new fiscal year, October 1, 1968.

It is our belief that you qualify for membership in the federation. The minimum standards are that the library is free to all residents, that it be open a minimum of thirty (30) hours per week and that the city spend annually from tax funds a minimum amount equal to one-fourth of a mill or $1.00 per capita whichever is smaller for the operation of the library. *

We are presently securing contracts from those cities which have agreed to join the system. Since you do contribute tax monies for the operation of your library, your residents will not have to pay the county tax. However, we feel that the benefits to you by joining the system are many and do hope that if you do in fact qualify that you will agree to do so. It will be necessary for us to have these contracts returned by May 15, 1968.

We will be glad to answer any questions you have regarding this matter.

Sincerely yours,

* This does not include any capital expenditures such as new building, furnishings, fixtures, etc. It does, however, include books, periodicals and phonograph records.

Mrs. W. E. Eckler
Chairman

P.S. Herb, they never did sign the agreement which State had requested some time ago which stated that they would [illegible] does.

PROPOSED LETTER TO BE SENT TO PALM SPRINGS

March 30, 1968

Mr. Edwin H. Emerson, Jr., Mayor
Village of Palm Springs
226 Cypress Lane
Palm Springs, Fla.

Dear Mr. Emerson:

As you know, the special taxing district for the Palm Beach County Library system has been established and it is our expectation that the system will begin operations with the start of the new fiscal year, October 1, 1968.

On June 15, 1967 the members of the Council of the Village of Palm Springs voted to become a part of the County Library System. We are presently securing contracts which must be returned to us by May 15, 1968 from those cities which have agreed to join the system and whose libraries meet the minimum standards which have been set. These are that the library is free to all residents, that it is open a minimum of thirty (30) hours per week and that the city spends annually from tax funds a minimum amount equal to one-fourth of a mill or $1.00 per capita whichever is smaller for the operation of the library. This does not include any capital expenditures such as a new building, furnishings, fixtures, etc. It does include the usual costs of operation including salaries, supplies, utilities, books, etc.

According to our information your library does not meet these minimum standards. If we are in error, please give us the correct figures as to the number of hours you are open per week as well as the budget for operation of the library so that the necessary steps can be taken. Since you do contribute tax monies for the operation of your library, your residents will not have to pay the county library tax in any event.

We will be glad to answer any questions you may have regarding this matter.

Sincerely yours,

Mrs. W.E. Eckler
Chairman

PROPOSED LETTER TO BE SENT TO THOSE CITIES WHICH AGREED TO JOIN THE COUNTY LIBRARY SYSTEM

March 30, 1968

Mr. William Tyre, City Manager
City of West Palm Beach
West Palm Beach, Fla.

Dear Mr. Tyre:

As you know, the special taxing district for the Palm Beach County Library System has been established and it is our expectation that the system will begin operations with the start of the new fiscal year, October 1, 1968.

On June 26, 1967 the members of the City Commission of West Palm Beach agreed to join with the County Library System. We are, therefore, enclosing a contract in duplicate which has been duly executed by the Board of County Commissioners and ask that the City of West Palm Beach execute one copy and return it to me at the above address not later than May 15, 1968 and retain the other copy for your files.

It is necessary for us to have the contract returned by that date in order that we may be able to complete preparing our budget which must be in the hands of the Board of County Commissioners by June 1, 1968.

If you have any question regarding this matter, please lett me know. Thank you for your kind cooperation.

Sincerely yours,

Mrs. W. E. Eckler
Chairman

Enc.

PALM BEACH COUNTY LIBRARY SYSTEM March 30, 1961

RE: "OPERATING FUNDS"

There shall be a separate library account and audit of the funds paid by the County to the City Library and separate budget and accounting for its expenditure in order to avoid the County paying 15% on the 15% it pays to the City and to avoid the City reducing its expenditure.

INCOME to be considered in calculation of the County's 15% to City libraries:

a. City grant or budget.
b. Where the following items do not go directly into the City General Fund, these items are to be added:
   1. Fines
   2. Loss and damage
   3. Non-resident fees.

EXPENDITURES:

1. Cost of books, periodicals, phonograph records and fine works are to be considered expense items, not capital items.

2. Expenditures for regular and normal operating supplies should be a proper expense.

3. Operating equipment is NOT to be considered an expense and must be deducted from the City grant or budget. This would include purchase of typewriters, duplicating machines, addressing machines, etc.

4. Rental expenditure for equipment may be considered a proper expense.

5. Postage, special activities, dues and subscriptions, convention and travel are proper expenses.

6. Building maintenance: Any item that under recognized accounting principles would not be capitalized is a proper expense. This would include repair of the roof, bookshelves, building or minor painting. Excluded would be a new roof, new bookshelves, new addition, major painting or redecorating.

7. In instances where the city maintains the building from funds other than the City Library grant or budget, a proper or prorated amount for such expenditures may be added.

7. Premises or lawn maintenance: Any item that under recognized accounting principles would not be capitalized is a proper expense. This would include regular lawn maintenance and minor replacements of plants. Excluded would be such things as a sprinkler system and major landscaping.

In instances where the city maintains the premises from funds other than the City Library grant or budget, a proper or prorated amount for such expenditures may be added.

8. Insurance, utilities, audit and bookkeeping, and social security are proper expenses. In the event any of these are paid by the city in addition to the Library grant, a proper or pro-rated amount [illegible]

P. O. Box 183
Delray Beach, Fla.
April 2, 1968

Miss Verna Nkstendirk, Director
Library Development
Florida State Library
Tallahassee, Florida

Dear Verna:

Thank you for your letter of March 27th. We are certainly interested in having the information regarding grants and the possibility of our being eligible. However, I am sorry to say that I will not be able to meet with you on the 9th and the couple of other board members I contacted could not either. I had thought that for this meeting it would be well to have just a few of the board present but it looks like it was not meant to be.

Unfortunately I am going to be busy all day the 10th or I would suggest that the two of us get together for a short while. However, early in May the F.L.A. will be meeting in Miami and it has occurred to me that you might be able to arrange to meet with us either before or after the convention. In the meantime we will have our regular board meeting on April 17th and I could find out how many of them could meet with us. It would be a help if I could have your thoughts on this before that date.

Thank you for your good wishes and your interest in our progress.

Yours very truly,

Mrs. W. E. Eckler
Chairman

OFFICERS:
CHAIRMAN:
RS. W. E. ECKLER
O. BOX 183
RAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

APRIL 17, 1968

PALM BEACH COUNTY LIBRARY ADVISORY BOARD

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8 p.m. on Wednesday, April 17, 1968, in the Board Room of the West Palm Beach Public Library.

Present: The ten members present were: Mrs. W. E. Eckler, Chairman presiding; Mr. Gildan, Mrs. Taffel, Miss Shannon, Mrs. Orsenigo, Mrs. Douthit, Mr. Speicher, Mr. Hand, Mrs. Rush and Mrs. Leviton -- comprising a quorum of the board; also professional advisors Miss Zella Adams, Miss Carolyn Wolf and Mr. Charles E. Huber.

Absent: Board members absent were: Mr. Opel, Mr. Stevens, Mrs. Nye and Mrs. Guffey.

Minutes: Mr. Gildan made a motion that the minutes of the previous board meeting be accepted as received. Motion seconded and carried.

REPORTS

Personnel: Mrs. Taffel sent a letter to the ALA Bulletin and to the Library Journal. The add for a director is to be run in the April and May issues. Mrs. Taffel read a copy of the add. It was agreed that Mrs. Taffel write a follow-up letter in regard to the add. Three applications have been received and she is waiting for a committee meeting to act on them.

Contracts: 18 Copies of the contract will be sent out to municipalities and if we get nine back we are in business. Mrs. Eckler will send carbon copies of the letter to the President of each Library Board. One letter will go to those cities that agreed to join -- another letter to those who have not committed themselves and another to Lake Worth and Boynton Beach. The Village of Palm Springs is not eligible this year. Mrs. Eckler read a letter to Palm Springs. Mr. Gildan thinks we each should take the municipality nearest to us and see that the contracts are returned by the deadline of May 15, 1968.

Publicity: Mrs. Eckler read an article in the Miami Herald of April 17 and pointed out some errors. She will get a news release to the Palm Beach Post, Sun-Sentinel, Everglades Observer, Belle Glade Herald and Lake Worth Herald.

Space: Mrs. Leviton said a committee meeting has not been called yet. Mr. Gildan stated that it looks like we will have to forget about building to our specifications. We could not lease beyond a year --could not pledge montgage money on our lease. Mrs. Eckler will ask Mr. Sakser about Old Airport Terminal Building. Mr. Huber offered to look into rental of space in the International Bazaar. Mr. Gildan thought perhaps the County Commission might give us land and we would have to put up a building. Mrs. Leviton mentioned that the Psychiatric Clinic will move to the new Mental Health

Center possibly by July 1969 and that building might be available. Also the Cochrane Buick Building on the s. w. corner of South Dixie and Okeechobee Road is empty and rental might be possible. We need a minimum of 6,000 sq. ft. of warehouse space. Mr. Speicher reminded us that old buildings will have to be air conditioned. Mrs. Eckler will get in touch with Mr. Stevens about these suggestions.

Budget

Mrs. Eckler had a long talk with Mr. Steelman, the County Comptroller's Assistant. We are going to have to come up with the kind of budget other departments in the county have. A special taxing district would generally set its own personnel policies but being an arm of the county we would come under county procedures -- controlled by rules set by the Comptroller in Tallahassee.

Our budget must be in by June 1. Miss Zella Adams zeroxed copies of our proposed budget and distributed them (copy attached to file copy of these minutes). Mrs. Eckler asked Mr. Gildan to work with Mr. Maxwell and get a figure on our assessed worth. We will have to provide for a cash carry over for about 14 months. Our personnel would have to be paid the middle of October. This taxing district will have to raise $242,000. When we get figures together, the Budget Committee--Mr. Speicher, Chairman; Mr. Hand, Mrs. Leviton and Mrs. Nye--should meet with Mr. Steelman. Mr. Speicher will be unable to attend our next meeting but will try to have everything ready before then.

Communications:

Mrs. Eckler had a call from Miss Florence Biller asking if we thought about building our own building with matched funds. Mrs. Eckler also received a letter from Miss Verna Nistendirk complimenting us on our budget and saying she would like to talk to us about funds.

Bylaws:

The Chairman said we need a set of bylaws. We will have to be meeting in the summer. We have been using 50% plus 1 for a quorum. Perhaps the quorum should be over 5 people. Mrs. Eckler will draw up a set of bylaws and welcomed the help of Mr. Gildan and others to have them to present for adoption at the next meeting. There is a sample set of bylaws in the Florida Library Board Manual.

Terms:

We are serving a one year term this year -- expiring September 30. New appointments will be made not later than October 1, 1968.

Review of Contract:

Mrs. Orsenigo asked to review the contract. Mr. Gildan read it (see copy attached to file copy of these minutes). There are 7 municipalities not eligible: Palm Beach, Ocean Ridge, Royal Palm Beach, Lantana, Greenacres, Briny Breezes and Palm Springs. Possibly Boynton Beach, Lake Worth and Pahokee will not sign. You do not have to charge non resident fees unless you want to. The contracts will be in the mail very soon. Let Mrs. Eckler know if any of us are needed when this goes before city commissions.

May Meeting:

The Chairman announced that the next meeting will be at the North Palm Beach Library on Wednesday, May 15, at 8 p.m.

Adjournment:

Mr. Speicher made a motion to adjourn at 9:50 p.m.

Reine Rush

Mrs. Alan S. Rush

Secretary

Palm Beach

FOR IMMEDIATE RELEASE

Contracts executed by the Board of County Commissioners have been mailed to the municipalities which a year ago had indicated they would be willing to join the federation which forms the foundation of the county library system, according to Mrs. W. E. Eckler, Chairman of the Palm Beach County Library Advisory Board. The municipalities which agreed to participate in the county system are Belle Glade, Boca Raton, Delray Beach, Lake Park, North Palm Beach, Riviera Beach and West Palm Beach. It is hoped that Lake Worth and Boynton Beach will join the system and contracts are being mailed to them also.

In order for a library to be eligible to join the county federation it must be free to all the residents of its city, be open a minimum of 30 hours per week and the city must appropriate and spend annually a minimum of $1.00 per capita or 1/4 of a mill based on the city's assessed valuation whichever is smaller for the operation of the library. Inasmuch as the Society of Four Arts Library is a subscription library it is not eligible to join the federation but since the Town of Palm Beach contributes monies to its support, the residents will not be taxed by the special taxing district.

Those municipalities whose libraries do not meet the minimum standards set by the county library board may disband their present operation, be taxed by the county and have the benefits of the county system; bring their library up to the minimum standard set and join the federation; or continue with the service they now have. The decision is entirely theirs to make.

It is expected that the county library system will be in operation by October 1, 1968 which will mean that residents in the unincorporated areas of the county, municipalities which do not have a

library and those cities who join the federation will have full use of all the libraries in the federation. In those municipalities which choose not to join or are ineligible to join the federation the residents will, of course, have the use of their own library but will have to pay the customary non-resident fee to use other libraries in the county.

The county library system will pay to the participating libraries a sum equal to 15% of the amount expended to operate their library the preceding year in return for making their services available to those people who live outside their municipality. Among the benefits to the member libraries will be central purchasing, professional assistance, a reduction in duplication and a broader collection of materials from which to draw.

Steps are being taken by the County Library Advisory Board to locate space in which to begin its operations and find a qualified Library Director.

Adequate library service is a very real asset to a community from an economic as well as a cultural standpoint. The members of the County Library Advisory Board are most gratified after two and a half years of work to be able to make this announcement during National Library Week.

Prepared by:

Mrs. W. E. Eckler, Chairman
Palm Beach County Library
Advisory Board

Phone: Delray Beach 276-5775

April 22, 1968

P. O. Box 183
Delray Beach, Fla.
May 6, 1968

MEMO TO: LIBRARY ADVISORY BOARD MEMBERS

FROM: MRS. W. E. ECKLER, CHAIRMAN

RE: LIBRARY ADVISORY BOARD MEETING ON WEDNESDAY, MAY 15, 1968

at the NORTH PALM BEACH PUBLIC LIBRARY at 8:00 P.M.

The library is located in the Country Club Building which is the old Harry Oakes residence. It is on the west side of U.S. #1.

All committee chairmen should come prepared with their reports or be sure that a member of their committee will report for them.

Enclosed is a first draft of proposed bylaws to govern our board. As I typed this copy, I noticed places where I think I would change wording. Please read it carefully and come to the meeting with any suggestions you may have. It could be that we will not be able to adopt them this time but it is important that we get as far along as possible. We will be setting a pattern for the future and I am concerned , as I said at the previous meeting, that we set our quorum so that we will be in a position to transact business during the summer months.

Please make every effort to attend this meeting. Thank you.

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

May 15, 1968

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8 p.m. on Wednesday, May 15, 1968, in the North Palm Beach Public Library.

Present: The members present were Mrs. W. E. Eckler, Chairman presiding; Mr. Gildan, Mrs. Rush, Mrs. Guffey, Mrs. Orsenigo, Mrs. Douthit, Mr. Stevens and Mr. Hand -- comprising a quorum of the board; also professional advisors Miss Zella Adams, Miss Carolyn Wolf and Mr. Charles E. Huber -- total 11.

Absent: Board members absent were Mr. Speicher, Miss Shannon, Mr. Opel, Mrs. Leviton, Mrs. Nye and Mrs. Taffel.

Architect of L.P. Library: Mrs. Herbert Gildan welcomed the board to the North Palm Beach Library and introduced Mr. Rudolph M. Arsenicos, architect for the proposed Lake Park Public Library. He presented the plans and showed us a model. There is some discussion by the Lake Park Council as to whether the library will be built on the east or west side of the lot between the City Hall and the Congregational Church in Lake Park.

Minutes: The minutes of the previous meeting were approved with several corrections.

REPORTS

Contracts: Mrs. Eckler has received contracts from Belle Glade, Boca Raton, Delray Beach, Riviera Beach and North Palm Beach. Mr. Gildan said the Lake Park contract is in the mail. The West Palm Beach City Commission voted to join and the contract will be sent soon. Lake Worth and Boynton Beach will not join. The Village of Palm Springs may join later when they meet requirements.

Space: Mr. Stevens reported that the Cochrane Buick Building on Okeechobee Rd. and S. Dixie will be torn down. Roger Dean's old building was sold to McCoy Motors and the building will be remodelled. Dorr-Meredith Real Estate have several places on I 95. There is also warehouse space on Voss Rd. & 45th St. The old airport building may be available after the Psychiatric Clinic moves to new Mental Health Center upon its completion. Mrs. Eckler has written to Mr. Sakser and he replied he will keep her letter on file. Mr. Huber reported there is office space at the Bazaar Plaza and showed us a diagram.

Motion re Bazaar Plaza: Mr. Hand made a motion that Mr. Stevens and Mr. Huber talk with Mr. Martin about space in the Bazaar Plaza on a one year lease. Motion seconded and carried. We could put a binder down--rent to start October 1. We will have to go to the County Commission about this matter.

Fiscal year: Mrs. Eckler reminded us that our fiscal year starts October 1. People then will be able to use the libraries that are part of the federation.

Budget: In the absence of Mr. Speicher, Mrs. Eckler presented a proposed budget for $197,712 -- 1/5 of a mill for first year. Took figures we had before and put them into form and categories the county needs. We went over the work copies.

Mr. Gildan commented that he felt we should perhaps submit a budget which represented at least .215 mills this first year. The proposal met with agreement from those present.

Mrs. Eckler would like Mr. Hand and Mrs. Leviton of the Budget Committee to go with her to see Mr. Steelman.

Pahokee: Mr. Gildan would like to meet with Pahokee Mayor and officials. Mrs. Douthit will try to arrange a meeting.

Bylaws: Mrs. Eckler presented a first draft of bylaws and a few changes were suggested (copy attached to file copy of these minutes).

Motion re Quorum: Mr. Gildan made a motion that we have a five member quorum but all official business at all times must be approved by at least five members. Motion seconded and carried.

Notice is to be given ahead of the June meeting that the bylaws will be voted on.

Personnel: Mrs. Orserigo announced that Mrs. Taffel will present a report at the next meeting. The committee has received about 10 applications for County Library Director. The bill for the ad is to be sent to the County Comptroller.

June Meeting: The next meeting will be Wednesday, June 19, 1968, at 8 p.m. possibly at the Boca Raton Library (Mrs. Eckler will call Mr. Opel). If we cannot meet there, we will probably meet in the upstairs board room of the West Palm Beach Public Library.

Adjournment: As there was no further business, the Chairman declared the meeting adjourned at 10:30 p.m.

Reine Rush

Mrs. Alan S. Rush
Secretary

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

June 19, 1968

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler, at 8 p.m. on Wednesday, June 19, 1968, in the Boca Raton Public Library.

Present: The members present were Mrs. W. E. Eckler, Chairman presiding; Mr. Gildan, Mrs. Rush, Mrs. Guffey, Mrs. Leviton, Mrs. Taffel, Mr. Speicher, Mr. Hand and Mr. Opel -- comprising a quorum of the board; also professional advisors Miss Zella Adams, Miss Carolyn Wolf and Mr. Charles E. Huber -- total 12.

Absent: Board members absent were Mrs. Orsenigo, Mrs. Douthit, Miss Shannon and Mr. Stevens.

Resignation: The Chairman announced that Mrs. Harry V. Nye has resigned from the Board.

Minutes: The minutes of the previous meeting were approved as received.

Bylaws: The Chairman called attention to Article IV, Section 3 -- "A quorum for transaction of business shall consist of 5 members with the provision that all official business must at all times be approved by at least 5 members."

Mr. Hand made a motion that Article VII be amended to read "The bylaws may be amended at any regular meeting of the board with an affirmative vote of a majority of the members of the board, providing the members had been given thirty (30) days notice." Motion seconded by Mr. Speicher, and carried.

There was also a motion to amend Article IV, Section 4 by adding the words "except as herein provided." Motion seconded and carried.

Mrs. Taffel made a motion that we accept the bylaws as amended. motion seconded and carried.

REPORTS

Space: Mr. Huber met with Mr. Martin concerning space in the Bazaar Plaza and suggested that he talk with Mr. Stevens. Mr. Huber understood they are negotiating. Mrs. Taffel asked if there is a possibility of using the Negro Children's Home which is being phased out. The Chairman will call Mr. Stevens about the Bazaar Plaza and the Negro Children's home.

Personnel: Mrs. Taffel sent a batch of 18 applications to Mrs. Orsenigo at Belle Glade. Mrs. Orsenigo is on vacation and will not return till the end of July. Mr. Hand will try to get these applications back.

Mrs. Taffel read an application from Robert W. Bullen, Library Director of Cobb County, Georgia. She would like permission to call him or send him an air mail letter. The Chairman suggested an air mail letter asking for his resume' and the board agreed.

Personnel: (cont'd) Whomever we expect to employ as Director on October 1st should know by the end of July. The Chairman asked Mrs. Taffel and her committee to go through the applications, eliminating those which they feel are not qualified for the position we are offering. The balance of them should be brought to the Board meeting and the best three or four approached for interviews. We have been assured, according to the Chairman, that there will be money for transportation but we will have to determine how this is to be handled. Then there is the matter of outside professionals to assist us in the interviews. Professionals suggested were: Cecil Beach from Tampa, Mr. Kantor from Volusia County, Mr. Axelford from Florida Atlantic University at Boca Raton. Miss Zella Adams suggested setting up a Saturday date for the interviews. Mr. Gildan said that if we can get two of the three professionals named, the Personnel Committee should be able to choose a third. Miss Adams mentioned that no decisions should be made as to staff until after the Director is employed.

Budget: Tentative Budget Request for 1968-69 $207,581 -- Mrs. Eckler, Mrs. Leviton and Mr. Hand met with Mr. Steelman. (See copy of budget attached to file copy of minutes). Mr. Speicher made a motion that the board approve our budget and recommend its adoption. Motion seconded and carried.

State Aid: Miss Verna Nistendirk hoped we could apply for state aid. We could get somewhere between $15,000 and $20,000 operating funds -- just what we will spend centrally. Request must be in by September 30. There are resolutions that the County Commissioners would have to pass requesting these funds.

Librarians' Meeting: Miss Wolf asked if the librarians in Palm Beach County should have a meeting. Miss Zella Adams said there should be a meeting of librarians of libraries contracting with the county system and agreed to set up such a meeting. Mrs. Eckler would like member librarians to meet with us before October 1st.

Publicity: The Chairman stated that by October 1 every library and city hall should have some information even if it is a mimeographed sheet.
Mrs. Leviton thinks we should plan a large newspaper spread when the new county library director arrives.

Map: Miss Zella Adams plans to get a map and mark out county libraries in the system. Mr. Speicher suggested the County Zoning Dept. be contacted for maps. Mr. Opel offered to find a map and get it reproduced. Cities not in county system should be blacked out. Mrs. Eckler will get information to Mr. Opel and send list to Zella Adams.

Riviera Beach Library: Mr. Huber said that due to lack of funds--the proposed new library at Riviera Beach will not be built for some time.

July Meeting: * The next meeting on Wednesday, July 17, at 8 p.m. will probably be held at the Delray Beach Library.

Adjournment: As there was no further business, the Chairman declared the meeting adjourned at 9:55 p.m.

Reine Rush
(Mrs. Alan S. Rush)
Secretary

* NOTE: Since these minutes were taken the date was changed to Thursday, July 11, 8 p.m. Delray Beach Library.

Copy

OFFICERS:

CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.

VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.

SECRETARY:
MRS. ALAN S. RUSH
612 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

P. O. Box 183
Delray Beach, Fla.
June 27, 1968

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

MEMO TO: Mr. E. F. Van Kessel
Mr. E. Dan Gaynor
Mr. Edward Bandlow
Mr. George V. Warren
Mr. E. W. Weaver
Copy to: Mr. Jack Dean

FROM: Mrs. W. E. Eckler, Chairman, Library Advisory Board

Attached is a copy of the bylaws for the Palm Beach County Library Advisory Board which we adopted at our meeting on June 19, 1968. We used sample forms suggested for library boards as our guide.

I would call your attention to Article I which states that appointments to the board should be made not later than October 1st of each year. This year you will each appoint three members as we were all appointed for one year only. Each subsequent year you will appoint just one member. I would suggest that should it be your wish to re-appoint those now serving that you contact them about August 1st with a request for a reply by August 15th which will give you six weeks in which to fill any vacancy which might occur.

It is because of the difficulty we faced last fall in getting answers and then filling the vacancies that I respectfully make these suggestions. It will be most important this year that we be able to proceed without any interruption.

If you should have any question about this or if I can be of assistance to you in this matter, please let me know.

the manner in which one member from each District will serve a one-year term, one a two-year term and the third a three-year term. In future years only one member from each District shall be appointed. These appointments shall be made not later than October 1st of each year. In the case of a vacancy due to resignation or death, the member of the Board of County Commissioners from whose District the appointment was made shall fill the vacancy at the earliest possible time.

ARTICLE II - Duties

The board shall be responsible for the recommendation of the employment of a qualified library director, setting policy and budgeting and such other matters as should properly be their concern.

ARTICLE III - Officers

Section 1. Officers of the board shall be a Chairman, Vice Chairman & Secretary.

Section 2. The officers shall be elected by ballot at the organizational meeting for a term of one year. Vacancies in the office shall be filled by ballot at the next regular meeting of the board after the vacancy occurs.

Section 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

ARTICLE IV - Meetings

Section 1. The library board shall meet once a month at a time and place to be determined by the board. The October meeting shall be the organizational meeting.

Section 2. Special meetings may be called by the Chairman, or upon written request of five members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the board at least two days in advance of such meeting.

Section 3. A quorum for transaction of business shall consist of five members with the provision that all official business must at <u>all</u> times be approved by at least five members.

Section 4. ROBERT'S RULES OF ORDER, last revised edition, shall govern the parliamentary procedure of the board, except as herein provided.

ARTICLE V - Committees

Section 1. There shall be standing committees appointed by the Chairman to serve for one year as follows:

a. Budget b. Building c. Contracts

Section 2. There shall be special committees appointed as needed to carry out specific functions.

ARTICLE VI - Librarian

The librarian shall be considered the executive officer of the board and shall have sole charge of the administration of the county system under the direction and review of the board. The librarian shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the system's service, and for the operation of the system under the financial conditions set forth in the annual budget. The librarian shall attend all board meetings except those at which his appointment, salary, or performance is to be discussed or decided.

ARTICLE VII - Amendments

The bylaws may be amended at any regular meeting of the board with an affirmative vote of a majority of the members of the board, providing the members had been given thirty (30) days notice.

Adopted: June 19, 1968

P. O. Box 183
Delray Beach, Fla.
June 28, 1968

Mr. John Open
34 S. E. 2nd Street
Boca Raton, Fla.33432

Dear John:

I am listing below those municipalities which have libraries and which are NOT a part of the county federation and are, therefore, not taxed but whose residents CANNOT use the other libraries without paying a non-resident fee. These are the cities which should be shaded on a map for the guidance of library staffs.

Briny Breezes	Palm Beach
Greenacres City	Palm Springs
Lantana	Royal Palm Beach
Ocean Ridge	Boynton Beach
Pahokee	Lake Worth

If you can manage somehow to take care of this and make copies of it, we would certainly appreciate it. The next question is - how many copies? Certainly each of the seven cooperating libraries should have a copy as well as the main office of the county operation and the book stations which would make a total of ten copies. It is possible that the above ten libraries should have copies also.

As things stand now, we will have our next meeting in Delray Beach on Thursday, July 11th, and you could maybe bring along whatever you have accomplished at that point and the decision on how many could be made at that time. I know the seven librarians are getting together Monday for a meeting and some direction may come out of that meeting. You will be getting a formal notice of the meeting but just thought I would tip you off that it is altogether possible that we will move it up because of the need of setting up the interviews.

Sincerely yours,

Mrs. W. E. Eckler
Chairman

Eckler

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

P. O. Box 183
Delray Beach, Fla.
July 2, 1968

MEMO TO: ALL LIBRARY ADVISORY BOARD MEMBERS

FROM: MRS. W. E. ECKLER, CHAIRMAN

RE: MEETING THURSDAY, JULY 11, 1968 at 8:00 P.M. at the DELRAY BEACH PUBLIC LIBRARY, 29 S. E. 4th Avenue

Fourth Avenue is one block west of south-bound U.S.#1. The library is onthe east side of the street about a half block south of Atlantic Avenue.

This will be a very important meeting as we will determine which of the applicants will be invited to come for interviews and when and where these interviews will take place. This meeting will take the place of the regular meeting which would normally come the following week. I have checked with Mr. Gilden, Vice Chairman, and Mrs. Taffel, Chairman of the Personnel Committee, with regard to this change.

It is very necessary that we notify the applicants so that they will have at least two weeks time to arrange to meet with us. It may be that we will have to give them three weeks. If two weeks, this would mean that the interviews would take place on Saturday, July 27th; if three weeks, the interviews would be on Saturday, August 3rd. We cannot delay any longer than that.

Please give this meeting* priority as the selection of a Director is one of our most important tasks, if not the most important one, we have facing us for the success of our venture.

It is expected that every member of the Library Advisory board will be present the day that we will be interviewing the applicants. I urge you, therefore, to tentatively set aside the two Saturdays mentioned above and then when a firm decision is made, you will not have a conflict.

The main order of business on July 11th will have to do with the selection of a Director and the necessary steps and other matters pertaining thereto.

* I should have said these two meetings - the Board meeting and the one for the interviews.

P. O. Box 183
Delray Beach, Fla.
July 2, 1969

Dear Reine:

After I took a good, long look at the calendar it seemed to me that we would very definitely have to move our Board meeting. There had been some talk about possibly having a special meeting but I felt that if we could just push our meeting up a week, we could do without the two meetings. I am most anxious to have good attendance at the meeting on the 11th and when we interview the applicants. I do hope that you will be able to make it.

I have sent the notice out to everyone. I just typed it three times and got by. With the holiday coming along and the fact that I could not have gotten it into the mail until today, etc.etc. I figured it was quicker and better this time if I just went ahead and mailed it out to everyone. I had thought about having you phone people but that just takes such a lot of time. I did not send a copy to Mr. Dean. I could not remember if you give him a copy of our meeting notice or not and figured you could photo your copy and give him a copy when you photo the minutes. If you do not give him a copy, then all is well.

About the minutes - I am making a few changes. I remember suggesting the wording which might be used in changing Article IV, Section 4, but since I was presiding, I could not make a motion. I do not remember who did. I would say leave it as is and maybe at the meeting we can insert the name if someone remembers.

I have deleted the comment about the airport space inasmuch as this was simply a reminder of the report I had made at the May meeting and which is in those minutes.

The last paragraph under Personnel- - - - - -

Whomever we expect to employ as Director on October 1st, should know by the end of July. The Chairman asked Mrs. Taffel and her committee to go through the applications, ~~xxxxxxxx~~ eliminating those which they feel are not qualified for the position we are offering. The balance of them should be brought to the Board meeting and the best three or four approached for interviews. We have been assured, according to the Chairman, that there will be money for transportation but we will have to determine how this is to be handled. Then there is the ~~xxxx~~ matter of outside professionals to assist us in the interviews. Professionals suggested were Cecil Leach from Tampa, Mr. Kantor from Volusia County, Mr. Mellon from Florida Atlantic University at Boca Raton. Miss Zella Adams suggested setting up a Saturday date for the interviews. Mr. Gildan said that if we can get two of the three professionals named, the Personnel Committee should be able to choose a third. Miss Adams mentioned that no decision should be made as to staff until after the Director is employed.

I have deleted the statement about other board members checking the budget at the County Commissioners office. I am not at all sure that it would be available to them and would much rather make one of our copies available if it is requested. I think it is a much better procedure. I know something was said about this but it was more of an aside and I could

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

July 11, 1968

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8 p.m. on Thursday, July 11, 1968, in the Delray Beach Public Library.

Present: Members present were Mrs. W. E. Eckler, chairman presiding; Mrs. Rush, Mrs. Leviton, Mrs. Taffel, Mr. Speicher, Mrs. Guffey and Mr. Hand comprising a quorum of the board; also professional advisors Miss Zella Adams, and Miss Carolyn Wolf -- total 9.

Absent: Board members absent were Mr. Gildan, Miss Shannon, Mr. Stevens, Mrs. Orsenigo, ~~and~~ Mrs. Douthit, Mr. Opel. The chairman announced that Mr. Huber will no longer be with us in an advisory capacity as he is leaving this area for a new position at the Cocoa Library.

Minutes: The minutes of the previous meeting were approved as received.

REPORTS

Space: Mr. Speicher found the Negro Children's Home completely inadequate. It would cost too much to renovate it. The space on the south side of the Bazaar Plaza in Riviera Beach would work extremely well and it is air conditioned. He passed around a diagram of the building. The first floor could be used for books and there is a sheltered space for trucks. However, it rents for a good bit more than 75¢ per sq. ft. which we originally estimated as having to pay. Also it is not centrally located. The J. C. Penny store in downtown West Palm Beach rents for $1,000 per month and is too large for our purpose. Mrs. Eckler suggested space in Westward Shopping area near J. M. Fields' store. Mrs. Leviton offered to investigate and then call Mr. Speicher.

Meeting with Librarians: Miss Zella Adams had a meeting to discuss problems such as the charging system and direct telephone lines. Miss Adams will talk to the telephone company about the cost of direct telephone lines.

Personnel: Mrs. Taffel presented the $3.75 bill for the ad in the ALA JOURNAL which will be sent to Mr. Icard.

The board read over the resumés submitted by applicants for County Library Director. Arrangements will be made to interview the applicants from Florida on Saturday, July 20, 1968, 9:30 and 11 a.m., at the West Palm Beach Public Library before out-of-state applicants will be considered.

If there is no travel allowance provided by their employers for the professionals who come to help us interview, they will be asked to provide an affidavit to this effect and will be reimbursed by P. B. County.

Mr. Speicher volunteered to have copies made of the candidates' resumés for the use of the three professional interviewers. Miss Zella Adams suggested we bring pension information, etc. with us. If it is necessary to interview out-of-state applicants, it was suggested that this be done possibly on Saturday, August 4.

Adjournment: As there was no further business, Mr. Speicher made a motion that the meeting be adjourned at 10:05 p.m.

Reine Rush, Secretary.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

OFFICERS:

CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.

VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.

SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

July 20, 1968

A special meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 9:15 a.m. on Saturday, July 20, 1968, in the Board Room of the West Palm Beach Public Library.

Present: The members present were Mrs. W. E. Eckler, chairman presiding; Mr. Gildan, Mrs. Rush, Mr. Speicher, Mrs. Taffel, Mrs. Guffey, Mrs. Leviton, Miss Shannon, Mrs. Douthit and Mr. Hand comprising a quorum of the board; also professional advisor Miss Zella Adams and professional interviewer, Mr. Axelford from Florida Atlantic University.

Absent: Board members absent were Mrs. Orsenigo, Mr. Opel and Mr. Stevens.

Purpose: The purpose of the meeting was to interview several applicants from the State of Florida for the position of County Library Director.

Reactions: After the interviews and luncheon, the board members, the professional advisor and the professional interviewer gave their reactions to the applicants.

Motion re Miss Biller: Mr. Speicher made a motion that we invite Miss Florence Biller to be Director the the Palm Beach County Library System and meet her salary of $12,000 per year and an amount for moving expenses not to exceed $250, if it is necessary. Motion seconded and carried unanimously.

Adjournment: As there was no further business, the meeting was adjourned at 2:30 p.m.

Reine Rush

(Mrs. Alan S. Rush)

Secretary.

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

August 21, 1968

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8 p.m. on Wednesday, August 21, 1968, in the West Palm Beach Public Library board room.

Present: Members present were Mrs. W. E. Eckler, chairman presiding; Mr. Gildan, Mrs. Rush, Mr. Speicher, Mrs. Leviton, Mrs. Orsenigo, Mr. Hand, Mrs. Crabtree, Mrs. Guffey, Mrs. Taffel comprising a quorum of the board; also professional advisor, Miss Zella Adams -- total 11.

Absent: Board members absent were Mrs. Douthit, Miss Shannon, Mr. Stevens and Mr. Opel; also Miss Carolyn Wolf, professional advisor.

Minutes: The minutes of the previous meeting were approved as received.

NEW BUSINESS

Development Grant: Forms have been received for application ~~of~~ for a Development Grant from the Florida State Library. This application has to be before the County Commissioners and be signed by them -- then sent to Tallahassee by October 1, 1968.

Motion: Mrs. Taffel made a motion that we apply for a Development Grant and that the chairman choose a committee of one or more to assist in the completion of the forms. Motion seconded and carried.

Publicity: Miss Zella Adams suggested that a list of those who can and those who cannot use the County Library System be given to libraries only. Mrs. Leviton suggested appointing a Publicity Committee to have a plan to be presented at the next meeting. Mrs. Eckler said she would prepare a release to go out the last week in September to the newspapers, TV and radio. Also, she will ask others to assist with the publicity as soon as definite plans can be made.

COMMITTEE REPORTS

Space: Places discussed were the former Negro Children's Home, a building on the n. e. corner of 5th St. at the foot of the Flagler Bridge and the Bazaar Plaza in Riviera Beach. Mr. Speicher will check the Bazaar Plaza again about space for a year's rental.

Personnel: Mrs. Taffel presented Miss Biller's bills in connection with the interview.

Adjournment: The chairman reminded us that the next meeting will be Wednesday, September 18, at 8 p.m. probably at the West Palm Beach Public Library.

As there was no further business, Mr. Speicher made a motion that the meeting be adjourned at 9:35 p.m.

Reine Rush
(Mrs. Alan S. Rush)
Secretary

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
. O. BOX 183
ELRAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD
September 18, 1968

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8:10 p.m. on Wednesday, September 18, 1968, in the West Palm Beach Library Board Room.

Present: Members present were Mrs. Eckler, Mr. Gildan, Mrs. Rush, Mrs. Orsenigo, Mr. Hand, Mrs. Douthit, Mr. Speicher, Mrs. Leviton, Mr. Stevens and Mrs. Taffel comprising a quorum of the board; also professional advisors Miss Zella Adams and Miss Carolyn Wolf -- total 12.

Absent: Board members absent were Mrs. Guffey, Mrs. Crabtree, Miss Shannon and Mr. Opel.

Minutes: The minutes of the previous meeting were approved as received.

County Budget: The Chairman reported that the county budget was passed at the County Commission meeting on Tuesday a.m. September 17. Mrs. Eckler, Mr. Speicher, Mrs. Leviton and Mrs. Rush attended the meeting.

Motion re Rotation: Mr. Speicher made a motion that we draw numbers within districts for rotation of the board. Motion seconded and carried.

Director: The Chairman reminded us that we cannot appoint a County Library Director until we have funds on October 1.

REPORTS

Space: Mr. Stevens, Mrs. Leviton and Mr. Speicher reported on several buildings--a warehouse near Roger Dean's (not air conditioned); Gonda Building on corner of Fern & Tamarind (rented till Jan. 1); a private home on corner of Gardenia & Tamarind ($300 per month rent); Tylander's Lumber Co. on Palm St. (air conditioned) and a warehouse at 6215 Georgia Avenue.

Mrs. Eckler suggested getting as much information about these places as possible within the next week so Miss Biller can see them while here on September 28. Mr. Gildan said that there is plenty of office space available all over town if we cannot find suitable space by the time the director arrives.

Grant: As we voted to do what we could to obtain a $55,000 Library Development Grant, the completed forms properly signed must be mailed to the State Library by October 1.

CONTINUED

Book Selection Policy: Miss Biller wrote up a book selection policy for our consideration which Mrs. Eckler read. Mrs. Taffel questioned the criteria having to do with "the author's reputation and significance as a writer." We will discuss this further at our next meeting.

Letters to Libraries: Mrs. Eckler read a letter that will be sent to the seven member libraries. She also read a letter to libraries not in the system. Several additions and corrections were suggested. These letters are to be sent to mayors, city managers, library board chairmen, librarians, etc. in accordance with board members' suggestions.

Publicity: The Chairman read a copy of a press release to be sent to all the county newspapers on September 23, 1968.

Reception: Plans were made to welcome the new Library Director with a reception at 4 p.m. on Thursday, November 7, 1968, in the Lecture Room of the West Palm Beach Public Library. People to be invited such as County Commissioners, Mr. Dean, Mayors, City Mangers, etc. were listed. Invitations should be sent by October 20. It was suggested that light refreshments--possibly punch -- be served.

Adjournment: The meeting was adjourned at 10:20 p.m. upon motion of Mr. Speicher.

Rina Rush

(Mrs. Alan S. Rush)
Secretary

First year 10-1-67/9-30-68

LAB - 15 members of study committee appointed as LAB

11-15-67 - Organizational meeting at WPB library
Officers elected.
Meeting 3rd Wed. of month

11/1-7 all municipalities notified of LAB and re exemption

Committees
1. Contract
2. Director
3. Space
4. Budget

6 members declined to serve

1-17-68 at WPB library
~~Stevens Guppy~~
5 new members have been appointed leaves 1 vacancy
Committees reported

2-21-68 at Belle Glade Library
Procedure re contracts

3-20-68 at Riviera Beach library
Further decisions

4-17-68 WPB Library
Contracts to go to those who agreed to join

Letter to those who have read committee

Another re L.W and BB

Deadline 5-15-68
Budget must be in by 6-1-68

Cities not eligible:
Palm Beach, Ocean Ridge, R.P.B.,
8 Lantana, Greenacres, Briny
Breezes, Palm Springs. Pahokee
4/71

Cities declining to join:
2 Lake Worth, Boynton Beach

Contracts to:
Belle Glade, Boca Raton
7 Delray Beach, Lake Park
N.P.B., Riviera Bch, WPB

5-15-68 at NPB Library

Contracts received from
Belle Glade, Boca Raton,
(7) DB, Riviera Bch, N.P.B.
Lake Park in mail
WPB will be sent

(2) LW and BB —o—

Budget to be at least .215 mills
First draft of Bylaws
Established (5) as quorum with
any action recommendations

10 application rec'd to date

6-19-67 at Boca Raton Library

Bylaws accepted as amended.
18 applications rec'd. Procedure
agreed upon for review and
interviews
Budget (tentative) $207,581
State Aid - $15/yr/M - request by 9/30
Membership comparatively between
[illegible] discussed.

7-11-68 - at D B Library

7-20-68 Sentiments of WPB Library
Professional program
Zella Adams
Mr. Aylfor FAU

7-20-68 Miss Biller offered position

8-21-68 at WPB Library
Development Grant application
Deadline 10-1-68

9-18-68 at WPB Library
Plans for "operating"

10-16-68 - WPB Library
Biller to come 12-1-68
Reception 12-5-68
Election of officers
Rotation of Board members

OFFICERS:

CHAIRMAN:
MRS. W. E. ECKLER
BOX 183
DELRAY BEACH, FLORIDA

VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015 HARVEY BLDG.
WEST PALM BEACH, FLORIDA

SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLORIDA

PALM BEACH COUNTY
LIBRARY ADVISORY COMMITTEE

October 16, 1968

MEMBERS:

MRS. A. J. VANBERKUM
KENNETH NOLEN
MISS MAMIE T. SHANNON
CHARLES MUNNINGS
WEST PALM BEACH
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. LESLIE G. THOMPSON
LAKE WORTH
PAUL SPEICHER
DELRAY BEACH
WILLIAM F. MITCHELL
BOCA RATON
MRS. MILDRED LARRICK
LAKE HARBOR
MRS. F. H. POTEETE
PAHOKEE
LARRY ROYAL
BELLE GLADE

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the Chairman, Mrs. W. E. Eckler at 8:05 p.m. on Wednesday, October 16, 1968, in the West Palm Beach Public Library Board Room.

Present: Members present were Mrs. Eckler, Mrs. Rush, Mrs. Taffel, Mrs. Crabtree, Mr. Speicher, Mrs. Douthit, Mrs. Orsenigo, Mr. Hand and Mrs. Leviton comprising a quorum of the board; also professional advisors Miss Zella Adams and Miss Carolyn Wolf -- total 11.

Absent: Board members absent were Mr. Gildan, Mrs. Guffey and Mr. Stevens.

Minutes: The minutes of the previous meeting were approved as received.

Grant Applications: The Chairman reported that the grant applications for state aid were completed and mailed to the Florida State Library at Tallahassee on October 1st.

Library Director: Mrs. Eckler announced that Miss Florence Biller will accept the position with us to begin December 1, 1968 providing there is a meeting of the minds on a few final details pertaining to her employment. The chairman will send out a presspelease as soon as she has confirmation of appointment.... and acceptance.

Gift Collection: The gift books for the county library will be located for the time being in the West Palm Beach Library. The possibility of hiring a a truck to bring books here from Delray Beach and Boca Raton libraries was discussed. Miss Zella Adams suggested letting the librarians sort these books and take what they can use to their respective libraries.

Reception: The reception for the new Library Director has been re-set for Thursday, December 5, at 4 p.m. in the Lecture Room of the West Palm Beach Public Library. Mrs. Eckler checked on invitation cards and was given a price of 100 (6 line cards) for $10.20. These will be sent to a long list of officials and dignitaries. The Chairman appointed Mrs. Leviton in charge of light refreshments.

Jupiter Library: The Chairman and Vice Chairman went up to Jupiter and talked to people from Jupiter, Tequesta and the Jupiter Inlet Colony. They described the County Library System and offered our help in the establishment of a library in their area.

Space: Mr. Stevens took Miss Biller to see available buildings. She did not think we should go into a warehouse. Mrs. Eckler asked Mrs. Leviton to look into office space on a month to month rental basis. Miss Zella Adams called attention to the two small offices available in the West Palm Beach Library. Mrs. Eckler will write to Miss Biller to find out whether she is interested in these offices.

Motion re Office Space: Mr. Speicher made a motion that we approach the West Palm Beach City Manager, Mr. William Tyre, about the rental of the two small offices in the West Palm Beach Library if the idea meets with Miss Biller's approval. Motion seconded and carried.

Election of Officers: Mr. Hand nominated Mrs. W. E. Eckler as Chairman. Nomination seconded by Mrs. Taffel. Mr. Hand moved the nominations be closed. Mrs. Taffel made a motion that the secretary cast a unanimous ballot in favor of Mrs. Eckler's election. Motion seconded and carried. Mr. Speicher nominated Mr. Gildan as Vice Chairman. Nomination seconded. Mrs. Taffel nominated Mrs. Rush as Secretary. Mrs. Douthit seconded the nomination. Mrs. Crabree moved the nominations be closed. The above named officers were declared elected.

Rotation of the Board: Numbers were drawn by members according to districts -- for the number of years they are to serve on the board as follows:

District 1 --	Mr. Gildan	1 year
	Vacant	2 years
	Mrs. Guffey	3 years
District 2 --	Mr. Anderson	1 year
	Mr. Stevens	2 years
	Mrs. Rush	3 years
District 3 --	Vacant	1 year
	Mrs. Taffel	2 years
	Mrs. Leviton	3 years
District 4 --	Vacant	1 year
	Mrs. Eckler	2 years
	Mr. Speicher	3 years
District 5 --	Mrs. Douthit	1 year
	Mrs. Orsenigo	2 years
	Mr. Hand	3 years

Delray Beach Library Addition: Mr. Speicher mentioned the dedication of the $100,000.00 addition to the Delray Beach Library which was attended by about 150 people. He extended an invitation to all the members of this board to come down to see it.

Thanks to Ed. from Chairman: Mrs. Eckler thanked all the members of the board for their work this past year.

Adjournment: The meeting was adjourned at 10:20 p.m. upon motion of Mr. Speicher.

Reine Rush

(Mrs. Alan S. Rush)
Secretary.

P. O. Box 183
Delray Beach, Fla.
November 11, 1968

MEMO TO: ALL LIBRARY ADVISORY BOARD MEMBERS

FROM: Mrs. W. E. ECKLER, CHAIRMAN

RE: MEETING WEDNESDAY, NOVEMBER 20, 1968 at 8:00 P.M. in the WEST PALM BEACH PUBLIC LIBRARY BOARD ROOM

Please make every effort to be present at this meeting. We will take care of any last-minute plans for the reception on December 5th. I hope all of you have marked your calendars with the date.

Mrs. Crabtree has found it necessary to resign from the Board. Mr. Gaynor has appointed Mr. Russell G. Anderson, 1122 Hillcrest, West Palm Beach, to fill the vacancy in his District.

In case any of you should be asked any questions - I have written to the librarians of the seven cooperating libraries requesting copies of financial statements for 1967-68 in accordance with the contract signed with the County so that we can be in a position to calculate the amount to be paid them during this fiscal year. I have also asked for a copy of their current budget and the budget for the copies they anticipate receiving from the County. I have also asked if they have any questions and for their comments on the operation after six weeks of experience.

A press release was sent to a dozen newspapers throughout the county at the end of September and again October 23rd. I would appreciate your bringing these clippings for the files. I hope we may have they might be put in a scrap book as a matter of history. I have the ones from the Palm Beach Post, Miami Herald and the Sun Sentinel.

This will be our last meeting before our Library director is with us and I am anxious to tie up any loose ends. See you on the 20th!

P. O. Box 1[illegible]
Delray Beach, Fla.
November 1[illegible], 1968

Dear [illegible]eine:

Thank you for sending the rough copy of the minutes. I have taken the liberty of making some corrections.

Library director — Mrs. Eckler announced that Miss Florence Biller will accept the position with us to begin December 1, 1968 providing there is a meeting of the minds on a few final details pertaining to her employment. The chairman will send out a press release as soon as ~~confirmation of employment is received~~ she has confirmation of appointment and acceptance.

Gift collection — .....located for the time being in the .....

.....sort these books and take what they can use to their respective libraries

[illegible]..has been re-set for.....

[illegible] — .....our help in the establishment of ~~the~~ a library in their area.

[illegible] Library addition — Mr. Sheicher mentioned the dedication of the [illegible] addition to the Delray Beach Library which was attended by about 150 people. He extended an invitation to all the members of this Board to come down to see it.

I do hope you can make this out. As I looked at my jotted in notes, they did not seem very legible so I decided to type them for you. I ~~don't~~ included several comments I had made which I really do not feel need to be part of these minutes such as Miss Biller being secretary to the board. We can take care of that at her first meeting with us. At any rate, if you have any question give me a call as I expect to be home Monday afternoon and evening. Tuesday I will be busy all day.

I am enclosing the notice for the meeting on November 20th. I have cleared this date as well as December 5th with Sells. Mrs. [illegible] has resigned from the Board so cross her name off the list. Mr. Bymer's District which is No. 2 add Mr. Russell O. Anderson, [illegible] Hillcrest, West Palm Beach, Fla.

Many thanks again for your help.

Sincerely,

OFFICERS:
CHAIRMAN:
MRS. W. E. ECKLER
P. O. BOX 183
DELRAY BEACH, FLA.
VICE CHAIRMAN:
HERBERT L. GILDAN
ROOM 1015, HARVEY BLDG.
WEST PALM BEACH, FLA.
SECRETARY:
MRS. ALAN S. RUSH
812 FLAMINGO DRIVE
WEST PALM BEACH, FLA.

PALM BEACH COUNTY
LIBRARY ADVISORY BOARD
November 20, 1968

MEMBERS:
HOMER HAND
MRS. JOSEPH R. ORSENIGO
BELLE GLADE
JOHN OPEL
BOCA RATON
PAUL SPEICHER
DELRAY BEACH
MRS. JERRY GUFFEY
NORTH PALM BEACH
MRS. R. S. DOUTHIT
PAHOKEE
MRS. LAWRENCE R. LEVITON
PALM BEACH
MRS. CHARLES TAFFEL
PALM SPRINGS
MRS. H. V. NYE
RIVIERA BEACH
MRS. MAMIE T. SHANNON
ROBERT STEVENS
WEST PALM BEACH

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler at 8:00 p.m. on Wednesday, November 20, 1968, in the West Palm Beach Public Library Board Room.

Present: Members present were Mrs. Eckler, Mr. Gildan, Mrs. Rush, Mr. Speicher, Mrs. West, Mr. Anderson, Mrs. Taffel, Mrs. Orsenigo, Mr. Hand and Mr. Stevens comprising a quorum of the board; also professional advisors Miss Zella Adams and Miss Carolyn Wolf -- total 12.

New Members: The chairman introduced the two new members of the board -- Mr. Russell D. Anderson from District 2 and Mrs. Jennifer West from District 4.

Absent: Members absent were Mrs. Douthit, Mrs. Leviton and Mrs. Guffey.

Minutes: The minutes of the previous meeting were approved as received.

2 yr. term for Mr. Gildan: Mr. Stevens moved that we give Mr. Gildan the two year term on the board and give the vacancy the one year term in District 1. Motion seconded and carried unanimously.

Gulfstream: A letter had been received from Gulf Stream with regard to their being taxed for the County Library. This was answered by the County Attorney. Mr. Gildan has received a further communication from them with the request that we have the opportunity to talk with them before they take any firm action with regard to establishing a library. Mr. Ward, Town Clerk, advised the matter would be considered by the Town Commission.

Financial reports: Mrs. Eckler wrote to the seven cooperating libraries asking for their 1967-68 audited financial reports as well as their 1968-69 budgets. A committee from this Board will go over these reports and then meet with Mr. Icard, County Comptroller. The first checks to the cities are to be sent in January 1969.

Auditing Committee: The auditing committee will be Mr. Anderson, Mr. Speicher, Mr. Hand, Mrs. Leviton and Mrs. Eckler.

Office Space: There is office space available in several downtown buildings at $150.00 to $200.00 per month. Mrs. Eckler had talked with Mr. Szymanski, Assistant to West Palm Beach City Manager, Mr. Tyre, with regard to the two small offices in the West Palm Beach Public Library. She was told that Mr. Tyre has plans for that space. Mr. Gildan will check on this with Mr. Tyre.

Mr. Anderson will look into office space on the 13th floor of the Harvey Building on which his firm has a lease and will get in touch with Mr. Gildan. Mr. Gildan offered the use of a desk, a chair and typewriter for our office, if they are needed for a time.

Miss Biller: Miss Biller has taken an apartment in Juno Beach. Her furniture arrives the day after Thanksgiving and she will start work on December 2. Miss Biller will check with Mr. Gildan about office space.

P. O. Box: It was agreed the rental of a post office box for the first year, at least, might be wise.

Reception: The Reception to welcome Miss Biller will be Thursday, December 5, at 4 p.m. in the West Palm Beach Public Library. Mrs. Eckler reviewed the list of people to receive invitations including county and city officials, librarians, chairmen of library boards, newspaper and TV representatives, etc. Mrs. Rush will address invitations to former members of our board to be mailed by November 21. There will be a receiving line from 4 to 4:20 p.m. The three speakers will be County Commission Chairman E. F. Van Kessel, Mrs. Eckler and Miss Biller. Mrs. Leviton will be in charge of refreshments. Mr. Stevens agreed to take on the project of getting corsages for Miss Biller and Mrs. Eckler and red carnations for board members. Board members will stand to be recognized. Mrs. Eckler asked board members to be early for the reception. She will arrange to have a guest book. As the reception is not open to the public, there will be no press release.

School for Library Bd. Members: Mrs. Eckler attended a School for Library Boards put on by the Florida State Library at Fort Lauderdale. Mrs. Eckler participated in a panel with Miss Verna Nisterlink.

Legislation: In the Florida State Library Newsletter there is a section on Legislation for Public Libraries. Mrs. Eckler asked Mr. Gildan to study this section and our board members to read it.

Advisors: Mrs. Eckler thanked Miss Zella Adams and Miss Carolyn Wolf for their good counsel and guidance this year. This will be their last meeting with us as the new Library Director will be with us at our next meeting.

Next Meeting: Mr. Speicher made a motion that we meet on Wednesday, December 18, at 8 p.m. in the West Palm Beach Public Library Board Room. Motion seconded and carried.

This will be an important meeting as it is our first with our Library Director. Among other things we will have to start work on the supporting documents which we must send to the Florida State Library in connection with our application for a grant.

Adjournment: The meeting was adjourned at 9:45 p.m. upon motion of Mr. Speicher.

Rene Rush
(Mrs. Alan S. Rush)
Secretary.

December 4, 19[illegible]

[illegible]: MR. PAUL ICARD, COMPTROLLER

[illegible]: MRS. W. E. ECKLER, CHAIRMAN LIBRARY ADVISORY BOARD

[illegible]: PAYMENTS TO SEVEN CITIES WITH WHOM THE COUNTY HAS CONTRACT

We have requested financial statements from these seven municipalities to be sent to me. It is the wish of the Library Board to go over these before presenting them to you. The first check is to go to each of these municipalities next month.

It is our wish to determine if there is a better way to handle this matter and if there are any problems which we should be aware of and can clear up quickly. Since this is such a new venture, we are hopeful that we can have it run smoothly.

We trust this meets with your approval and you can be sure we will work closely with your office at all times.

COPY

P. O. Box 183
Delray Beach, Fla.
December 6, 1968

Mr. Ernest L. Abel, Town Clerk
Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, Florida 33404

Dear Mr. Abel:

In reply to your inquiry by telephone made on December 5th I am pleased to list below the chronology of the activity with regard to the establishment of free library service in Palm Beach County:

In November, 1965, a fifteen member committee was appointed by the Board of County Commissioners to investigate the matter of library service in the county and if it was found that the county should do something about it to recommend what form it should take and how it would be financed.

On February 7, 1967 the committee made a report of its findings to date to the Board of County Commissioners.

On September 19, 1967 a final report was given by the committee which resulted in the Board of County Commissioners taking the necessary steps to establish free public library service.

On September 21 and 28, 1967 a notice of a public hearing appeared in the legal notices of the Palm Beach Post in accordance with the law.

On September 29, 1967 at the public hearing a resolution was adopted by the Board of County Commissioners for the establishment, maintenance and operation of a free library service in Palm Beach County.

On November 7, 1967 I wrote the mayors of all the municipalities in the county, advising them of the establishment of the Library District and asking for certain information. A copy of that letter is enclosed for your information.

Under date of November 13, 1967 I received the following letter from you:

> "Receipt is acknowledged of your letter of November 7th concerning the Special Taxing District to establish a free public library system in Palm Beach County.
>
> "There is nothing in the current budget for 1967-68 for the support and/or operation of a library."

On October 1, 1968 seven libraries in the county began offering their services without charge to the residents of these respective cities together with the residents in the unincorporated area of the county and those municipalities which do not support a library from tax funds.

On December 1, 1968 our Library Director assumed her position with us and plans for the expansion of library service in the county will be formulated and carried out as quickly as possible.

One of our concerns has been that as many people as possible be aware of this important step. All the activity in connection with this project has been well publicized through the various news media. The meetings with the Board of County Commissinners and the public hearings were all covered by the press and TV. There have been a number of news releases issued by the Library Advisory Board as well as feature stories written by various reporters.

I am not sure that you wanted all the detail I have given you. I felt, however, that a rather complete picture of what has taken place would better answer such questions as you might have. If I or any other member of the Library Advisory Board can be of further service to you, please let us know.

Yours very truly,

Mrs. W. E. Eckler
Chairman

Enc.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of meeting on December 18, 1968.

The regular meeting of the Palm Beach County Library Advisory Board was called to order by the chairman, Mrs. W. E. Eckler, at 8:00 P.M. on Wednesday, December 18, 1968, in the West Palm Beach Public Library Board Room.

INTRODUCTIONS: The Chairman introduced Miss Florence Biller, our new County Library Director, who was attending her first meeting with us. Mr. Kenneth Strauss, Community Aid Coordinator, and Mrs. Robert T.B. Peirce, newly appointed board member from District 3, were also introduced.

PRESENT: Members present were Mrs. Eckler, Mr. Gildan, Mrs. Rush, Mr. Speicher, Mrs. Taffel, Mrs. Orsenigo, Mrs. Leviton, Mr. Hand, Mrs. Peirce, and Mrs. Guffey comprising a quorum of the board; total - 10.

ABSENT: Members absent were Mrs. Douthit, Mr. Stevens, Mr. Anderson and Mrs. West.

GRANTS: Mr. Kenneth Strauss talked briefly about state and federal grants and explained his role as coordinator.

RESOLUTIONS: Miss Biller presented 10 resolutions which are to be presented to the Board of County Commissioners on Tuesday, December 24, 1968, for passage. The first five of these are necessary in connection with our application for a development grant. The others have to do with establishing procedures for the County Library System.

SPACE: There was a discussion of possible locations for new County Library offices. Mr. Strauss described new county offices at former Negro Children's Home on Eighth Avenue, Riviera Beach. Mr. Speicher said the ideal location would be in southern part of West Palm Beach. 3,000 square feet are needed. Miss Biller has looked at several buildings.

Mr. Strauss departed at 9:10 P.M.

MINUTES: Mr. Gildan made a motion that the minutes of the previous meeting be accepted as received. Motion seconded and carried.

AGREEMENT: Miss Biller reviewed the agreement signed by the County Commissioners for the $55,000 federal grant.

ACTION TAKEN ON THE RESOLUTIONS: RESOLUTION NO. 1 - Library Board requests Board of County Commissioners to submit the Outline for the Library Development Grant Plans as prepared by the Library Advisory Board. Mrs. Leviton moved that this resolution be adopted. Seconded and carried.

RESOLUTION NO. 2 - Plans for the fiscal year beginning October 1, 1968, and ending September 30, 1969, eight-part program. Mrs. Rush moved the adoption of this resolution. Seconded and carried.

RESOLUTION NO. 3 - Book selection policy. Mr. Speicher moved the adoption of this resolution. Seconded and carried.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of meeting on December 18, 1968.

RESOLUTION NO. 4 - Adoption of a budget amendment showing an amended total budget of $277,599.00, subject to approval of Board of County Commissioners, and hereby authorizes the Library Director to initiate the budget amendment. Mr. Gildan moved that the resolution be accepted as written provided the Library Director determines the money has been granted and, if not, the words in the second line "and was granted" be deleted and that Resolution #4 be adopted as amended. Seconded by Mr. Speicher and resolution adopted as amended. Narrative Resume' of Need for Budget Amendment.

RESOLUTION NO. 5 - Participation in film program provided by Florida State Library. Mrs. Taffel moved that this resolution be adopted. Seconded and carried.

RESOLUTION NO. 6 - Participation in Book Processing Center operated by Florida State Library (Orlando). Mr. Gildan moved the adoption of this resolution. Seconded and carried.

RESOLUTION NO. 7 - Adoption of travel policies of Board of County Commissioners. Mrs. Taffel moved the adoption of this resolution. Seconded and carried.

RESOLUTION NO. 8 - Delegation of adequate authority for fiscal procedures. Mr. Speicher moved the adoption of this resolution. Seconded and carried.

RESOLUTION NO. 9 - County Library Director authorized to select, approve, and recommend to the Board of County Commissioners rental of Headquarters for County Library System. Mr. Gildan moved the adoption of this resolution. Seconded and carried.

RESOLUTION NO. 10 - Recommendation of a schedule of reclassifications and new positions, etc. Mr. Hand moved the adoption of this resolution. Seconded and carried.

RESOLUTION: Mrs. Leviton proposed a resolution that we welcome Miss Biller and give her our full vote of confidence. This resolution was accepted unanimously.

BILL FROM TAX ASSESSOR: A bill for $3,900.00 from County Tax Assessor, Edgar Maxwell, was discussed.

COUNTY CENTRAL COMPUTER SYSTEM: Mr. Speicher made a motion that Miss Biller be our contact with the County Central Computer System. Motion was seconded and carried.

HEADQUARTERS SITE: Miss Biller is now located in Rooms 406 and 407 of the Harvey Building--Phone: 655-4604--. She has two borrowed desks and one typewriter. Miss Biller described a new building on Burns Road--off I-95--near RCA in Palm Beach Gardens as a possible location for our County Library Headquarters. It is owned by Fine Builders, has 2,840 square feet, and is available on a one-year lease for $6,390.

PALM BEACH COUNTY LIBRARY ADVISORY BOARD
Minutes of meeting on December 18, 1968.

FORMATION FROM CITIES REGARDING 15% PAYMENT: Mrs. Eckler turned over the budgets from all seven of the participating libraries for 1969-1970 to Miss Biller, She also turned over the audits from the following cities: Belle Glade and Lake Park. Some cities have not completed their audits but have informed us we should have them soon after the first of the year.

NON-RESIDENT FEE: Mr. Speicher said the Delray Beach Library Board discussed $15.00 as the non-resident fee. Mrs. Taffel suggested that we should perhaps get the librarians together to discuss the non-resident library fee. All we can do is make a policy suggestion.

LAKE WORTH AND BOYNTON BEACH: Mr. Gildan mentioned that we will have to know by April, 1969, if Lake Worth and/or Boynton Beach will join the County Library System.

ADJOURNMENT: The meeting was adjourned at 10:20 P.M. upon motion of Mrs. Orsenigo.

Respectfully submitted,

(Mrs. Alan S. Rush)
Secretary

RR:dkb